



NATIONAL SCIENCE FOUNDATION

ANNOUNCEMENT NUMBER EP 00-8

**DEPUTY DIRECTOR, DIVISION OF MOLECULAR
AND CELLULAR BIOSCIENCES
DIRECTORATE FOR BIOLOGICAL SCIENCES
Arlington, Virginia 22230**

NSF's Directorate for Biological Sciences (BIO) is seeking qualified candidates for the position of Deputy Director, Division of Molecular and Cellular Biosciences (MCB). The MCB Division supports research and related activities that contribute to a fundamental understanding of life processes at the molecular, sub-cellular, and cellular levels. Biodiversity and biotechnology are major focal points. MCB programs particularly encourage submission of proposals involving microbial biology, plant biology, theoretical and computational aspects of molecular and cellular studies. Genomic approaches are encouraged in all areas. The MCB Division has a staff of approximately 25 employees and a FY 2000 budget of approximately \$105 million. Additional information about the Division's programs is provided on the BIO Home Page at <http://www.nsf.gov/bio/mcb>.

Employment may be on a temporary Senior Executive Service appointment basis in the Federal Government or by temporary assignment under provisions of the Intergovernmental Personnel Act (IPA). A list of qualification requirements is included on the reverse side of this announcement, which may also be accessed on NSF's Home Page at <http://www.nsf.gov/home/chart/work.htm>. Information about assignment options is provided below.

o **IPA Assignment** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits.

o **Senior Executive Service (SES) Limited Term Appointment** Individuals may receive a temporary Federal Senior Executive Service appointment within the ES-1 to ES-3 range (\$115,811 to \$126,825). SES limited term appointments have a three-year maximum limit.

Qualification requirements are included on the reverse side of this announcement. Those interested should submit a curriculum vitae or Federal application form, publications list, and a letter referencing qualifications and preferred assignment option to the address listed below. In addition, applicants are asked to complete and submit the attached NSF Form 1232, "Applicant Survey." Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes. **The formal consideration process will begin in late March.**

National Science Foundation
ATTN: EP 00-8
Executive Personnel and Development Branch
Division of Human Resource Management
4201 Wilson Boulevard, Room 315
Arlington, Virginia 22230

The phone number for vacancy announcements coordinated by the Executive Personnel and Development Branch, is (703) 292-8755; hearing impaired individuals should call TDD on 703-292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY
QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

(Continued on reverse side of announcement)

DEPUTY DIRECTOR, DIVISION OF MOLECULAR AND CELLULAR BIOSCIENCES (MCB)

STATEMENT OF DUTIES: Serves as Deputy Director of the MCB Division, which supports research and education in the areas of biomolecular structure and function, biomolecular processes, cell biology, and genetics. Participates with the Division Director in providing leadership to the Division's programs and assists the Division Director in carrying out Division-wide responsibilities such as preparation of budget submission for Congress and recruitment of scientific staff. Assumes the Division Director's role in the absence of the Division Director.

QUALIFICATIONS REQUIREMENTS

Essential

EXECUTIVE/MANAGERIAL

1. Ability to develop and implement an organizational vision that integrates key national and program goals, priorities and values. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the conduct and support of research and education in the biological sciences. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization. (Leading Change)
2. Ability to lead people and foster high ethical standards in meeting the organization's vision, mission and goals. Includes knowledge and ability in promoting quality through the effective use of performance standards and assessment. Includes valuing cultural diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts. (Leading People)
3. Knowledge and ability in planning, prioritizing, and coordinating both disciplinary and multidisciplinary research programs in biology. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to change and balance complex and diverse program demands within available resources in response to major changing needs in research and education. (Results Driven Leadership)
4. Ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision making. Includes ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes. (Business Acumen)
5. Ability to serve as a key spokesperson for a major organization involved in the support of biological research and education and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of scientific communities, including academic researchers and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector, in the U.S. as well as overseas. (Building Coalitions/Communications)

Desirable

1. Ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.

PROFESSIONAL/TECHNICAL

Essential

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in a biological subdiscipline supported through the programs of the Division (e.g., cell biology, genetics, biochemistry, biophysics, or related field).
2. Substantial research contributions and strong evidence of scholarship in disciplines related to the molecular and cellular biosciences, or innovative leadership in research administration.

Desirable

1. Demonstrated broad knowledge of diverse fields of biological sciences.
2. Demonstrated knowledge of relevant academic community and recognized professional standing in the scientific community as evidenced by publications and/or professional leadership and awards.
3. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in scientific research support.
4. Continued professional research activity in the biological sciences or related field.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER